

Data protection information in accordance with Art. 13, 14 of the General Data Protection Regulation

Dear Applicant,

trustful cooperation requires a transparent working method. With this letter we would like to inform you about the way in which we process your personal data. You will also receive information about your rights under the General Data Protection Regulation (GDPR). Since the protection of personal data forms the nucleus of the GDPR, we would like to explain briefly in advance what is meant by this term. Personal data is any information relating to an identified or identifiable natural person, which may be a name, a photograph or an e-mail address.

Who is responsible for the data processing?	Who can you contact if you have questions?
Flachsland Zukunftsschulen gGmbH Flachsland 29 22083 Hamburg Tel.: 040 - 20 00 03 - 80 Fax: 040 - 20 00 03 - 66 E-Mail: info@flachsland-hamburg.de	Interne Datenschutzbeauftragte Andrea Heller Flachsland 29 22083 Hamburg Tel.: 040 - 20 00 03 - 52 Fax: 040 - 20 00 03 - 66 E-Mail: datenschutz@flachsland-hamburg.de

Which data do we use and from which sources does this data originate?

We process personal data that we receive from you or from third parties in the course of the application process.

Such personal data may include your name, address, telephone numbers, date of birth, qualifications, language skills and previous professional experience. Data on current secondary employment is also relevant to us in order to be able to check compatibility with your employment with us.

What is the purpose of the data processing and on what legal basis is it carried out?

- a. **Consent (Art. 6 para. 1a GDPR in conjunction with § 26 para. 2 of the Federal Data Protection Act BDSG):** If you have given us your consent to process personal data for specific purposes (e.g. an advertised position has been filled by a different applicant, but we would like to keep the application documents for another position in the company), the lawfulness of this processing is based on your consent in accordance with § 26 para. 2 BDSG. Consent that has been granted can be revoked at any time. A revocation is only valid for the future. This does not include data processing that took place before the revocation.
- b. **Fulfilment of contractual obligations (Art. 6 (1) b GDPR):** Personal data is processed in order to initiate a possible employment or internship relationship.
- c. **Vital interests and special categories (Art. 6 (1) d, Art. 9 (2) GDPR in conjunction with § 22 BDSG):** We will use data that serves the purpose of healthcare or the assessment of ability to work within the narrow limits of Art. 6 (1) d, Art. 9 (2) GDPR in conjunction with § 22 BDSG, but only to the extent that this data is necessary for the decision on the establishment of the employment relationship.

Who will we transmit your data to? Do we transfer data to a third country?

For internal administrative purposes, personal data is transmitted and processed within the group of companies (Kinderwelt Hamburg gGmbH and Flachsland Zukunftsschulen gGmbH) in accordance with Art. 6 Abs. 1 lit. f DSGVO and ErwG 48. Accordingly, employees of both companies have access to your data, which they need to fulfill our legal or contractual obligations.

Similarly, external service providers, agents and processors commissioned by us may receive data for the

fulfilment of their tasks in accordance with data protection regulations.

In principle, there is no transfer of personal data to service providers based in countries outside the European Economic Area or to an international organisation. If the external service provider uses subcontractors, these data processing agreements (DPA) and technical and organisational measures (TOM) shall apply.

How long do we store your data?

We only process your data for as long as it is necessary to comply with applicable legal regulations. If an employment contract is not concluded, then we will delete your data after 8 months, unless, for example, legal defence interests (Art. 6 (1) f GDPR) justify further storage.

What rights do you have under GDPR?

- the **right to be informed** in accordance with Art. 15 GDPR in conjunction with § 34 BDSG,
- the **right to rectification** in accordance with Art. 16 GDPR,
- the **right to erasure** under Art. 17 GDPR in conjunction with § 35 BDSG,
- the **right to restrict processing** in accordance with Art. 18 GDPR,
- the **right to data portability** from Art. 20 GDPR,
- the **right to object** according to Art. 21 GDPR and
- the **right to appeal** to the competent data protection supervisory authority pursuant to Article 77 GDPR in conjunction with § 19 BDSG:

The Hamburg Commissioner for Data Protection and Freedom of Information
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Are you obliged to provide data?

Participation in our application procedure requires that you provide us with at least basic and qualification data. Otherwise we cannot include you in the selection procedure.

To what extent is there automated decision-making in individual cases and is the data used to create profiles?

We do not use an automated decision-making process in accordance with Art. 22 GDPR, and our data-processing does not pursue the goal of automatically evaluating personal aspects.